

DEPARTMENT OF PERSONNEL AND CIVIL SERVICE

SCHOHARIE, NEW YORK

APPLICATION for EXAMINATION or EMPLOYMENT

**and**

Civil Service Examination

**INSTRUCTIONS**

Filling out the civil service application form properly is *part of the examination* of your qualifications for civil service employment.

1. Before filling out the application, read the minimum qualifications for the position to see if you qualify. Minimum qualifications are stated on both the exam announcement and the job description.
2. The application is a government record and must be filled out in blue or black ink (or typed). It must also be legible.
3. Read each question carefully and answer it if you should. For example, No. 6 asks people who are not citizens to state whether they have the legal right to accept employment. Citizens are not asked to answer this question and should leave this question blank.
4. Be sure to state experience which relates to the minimum qualifications. You cannot be hired or tested unless you clearly show *how* you meet the minimum qualifications.
5. You may submit a résumé to the hiring agency as well as this application, *however* civil service does not consider résumés. A résumé alone is *not* acceptable for civil service appointment. You must also complete the application form.
6. Experience and prior employment which do not relate to the listed *minimum qualifications* are *not* considered in this part of the civil service exam. You only need to show experience which relates to minimum qualifications to get full credit in this part of the exam. However the hiring agency may wish to consider additional experience beyond that which meets the minimum qualifications.
7. If a license other than a common driver's license is required, attach a photo copy of the license. If you do not have a required license you may not be employed or tested.
8. Photo-copied signatures are NOT acceptable. The application must include an *original signature*. Your signature must be dated.
9. Notify this office if you change your name or address so that your civil service record can be kept accurate.

**When Applying for Examination**

1. A \$7.50 fee is charged for each examination; \$12.50 for each law enforcement examination. The fee is not refundable. Make check or money order payable to Department of Personnel. Do not send cash. Waivers are not accepted.
2. Notify this office immediately if you do not receive an admission or disqualification notice by one week before the exam.

***This is not "just an application."  
It is also an examination of how well you follow instructions.  
Take your time and do a good job!***



10. EDUCATION. If credit is claimed for a partly completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet. DO NOT send transcript unless required by announcement..

Name of High School			City			State		Graduate? Yes [ ] No [ ] Year:			
If you have a high school equivalency diploma:		Name of issuing government authority						Number		Date Issued	
	Name of School City Where Located	Dates Attended (Month and Year) From To	Day or night	Full or part time	No. of years credited	Did you grad- uate?	Type of course or major sub- jects.	No of college credits received.	Type of degree. (en- close copy)	Date of degree.	
University, College or Technical School											
Other Schools & Special Courses											

11. LICENSES. If a license, certificate or other authorization to practice a trade or profession is listed as a requirement, complete the following and then attach a copy of license or certificate. If not currently licensed, check here [ ]

Name of trade of profession		License number		Issuing agency		City & state where issued	
Specialty		Date first issued		Valid period: From (Mo/Yr) To (Mo/Yr)			

12. If a driver's license is required for the position, do you have a valid New York State driver's license? YES [ ] NO [ ]

If yes, state type of license and license number.

13. EXPERIENCE. Answer this question if the announcement or job description requires minimum experience. You are responsible for submitting an accurate, adequate and clear description of your experience which meets the minimum qualifications. Omissions or vagueness will NOT be interpreted in your favor. Beginning with the most recent, describe in detail ALL employment that is pertinent to the position applied for. Under "Duties" for each employment describe the nature of the work personally performed by you with estimated percentage of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision. If your duties or assignment with one employer changed significantly, for example if you were promoted to a supervisory position, report the assignments as separate employments. If the announcement or job description say that volunteer or unpaid experience is acceptable, describe it in the same way as paid work and write "vol." in the "earnings" box. If you have had military service which is pertinent to the position, describe it as a separate employment. If more space is needed, attach 8.5" X 11" sheets of paper.

Length of Employment Mo. Yr. Mo. Yr. From To	Firm Name	Address	City and State
Earnings	Duties		
Type of Business			
Your Title			
Name of Supervisor			
Supervisor's Title			
Hours Worked			

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